

## OATH OF OFFICE

STATE OF LOUISIANA, PARISH OF \_\_\_\_\_

I, \_\_\_\_\_, do solemnly  
(Print or Type Name)

swear (or affirm) that I will support the constitution and laws of the United States and the constitution and laws of this state and that I will faithfully and impartially discharge and perform all the duties incumbent on me as:

\_\_\_\_\_ according to the best of  
(Title of Office)

my ability and understanding, so help me God.

X \_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_  
(Signature and Title of Official Administering Oath)  
(Officials authorized to administer oaths: Governor, Secretary of State, Judge, Clerk of Court, Notary Public, Justice of the Peace)

**ATTENTION: Please provide or update all contact information below. Office contact information for public officials is published on the Secretary of State's website. If an office address is not provided, the residence address will be published.**

Residence/Mailing Address:

Office/Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Office Email: \_\_\_\_\_

☐ No Changes Requested

1. Each public officer, **within thirty days** after receipt of his commission or **within thirty days** after receipt of his commission certificate, whichever is later, shall take the oath of office prescribed by law, give bond, when required, and file the same in the proper office in the manner required by law. An oath taken prior to the date shown on the commission shall be effective on and after the date the term of office commences. In cases where no date for term of office is set, an oath taken prior to the date on the commission shall be effective on and after the date on the commission. (See R.S. 42:141)
2. **Failure to comply with the above requirements creates a vacancy in the office, which shall be filled in accordance with law as in other cases of vacancy.** (See R.S. 42:141)
3. All public officials must file the **original** Oath of Office with: Secretary of State, P.O. Box 94125, Baton Rouge, LA 70804-9125. (See R.S. 42:162)
4. All parish officials must file a **duplicate original** Oath of Office with the parish Clerk of Court. (In Orleans Parish file with the Clerk of Civil District Court.) (See R.S. 42:162)
5. The oath shall be deposited for recordation within one month after the oath is administered. (See R.S. 42:162)

**PLEASE EXECUTE ACKNOWLEDGEMENT BELOW, ONLY IF YOU HAVE RECEIVED A CODE OF ETHICS PAMPHLET:**

I hereby acknowledge receipt of a copy of the Code of Ethics as required by R.S. 42:1162.

\_\_\_\_\_  
(Signature)